



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUM RGTS HOUSING COMPLIANCE SUPV

Job Number: 20001163

Job Code: 62970V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the housing compliance section of the Kentucky Commission on Human Rights which receives, processes and investigates discrimination in housing complaints and analyzes housing information and reports; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience which involves the investigation, interpretation and/or enforcement of human rights legislation, research, administrative work, community organization work or social work.

Substitute EDUCATION for EXPERIENCE:

A master's degree in social work or a related field will substitute for two years of the required experience. Graduation from an American Bar Association recognized school of law will substitute for the education and two years of the experience requirement. Licensure to practice law in the Commonwealth of Kentucky will substitute for the education and experience requirements.

Substitute EXPERIENCE for EDUCATION:

Experience in one of the above fields will substitute for the education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises human rights enforcement officers and other staff assigned to the housing section. Analyzes reports of complaint investigations and prepares summaries for the enforcement branch manager and executive director. Makes recommendations for legal action pursuant to the Kentucky Civil Rights Act. Provides supervision in the preparation of conciliation agreements for housing cases and corresponds with all parties on the terms of any case settlements. Oversees the preparation of evidence to be presented for housing cases taken to public hearing. Supervises case processing activities relative to agency agreements with the Department of Housing and Urban Development and any other appropriate agencies. Provides information and technical assistance to real estate professionals, real estate boards, apartment owners and other interested persons and groups on civil rights laws related to housing. Analyzes information, court decisions and laws covering cases involving housing. Conducts orientation and training for housing staff.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting or a public forum.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.